

Utana Dept of Labor and Employment
LMI Office
123 Main Street
Anytown, UT 12345-6789



UNITED STATES DEPARTMENT OF LABOR
Bureau of Labor Statistics
Postal Square Building, Suite 4840
2 Massachusetts Ave., N.E.
Washington, DC 20212-0001

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JOHN SMITH
ABC CORP
123 LLC
PO BOX 123
SOMECITY, UA 12345-7896

U.I. NUMBER : 0000012345
QUARTER ENDING : SEPTEMBER 30, 2015
DUE DATE : OCTOBER 31, 2015

September 2015

Dear Employer,

The Utana Department of Economic Opportunity and the U.S. Bureau of Labor Statistics (BLS) request that you provide your company's employment and wages each quarter using the BLS 3020 - Multiple Worksite Report (MWR).

To reduce costs and save tax dollars, this report has been moved online. Please use the User ID and password below to log into our secure website: <https://idcf.bls.gov/>

USER ID: 106000145679 PASSWORD: Ab123456

This report is authorized by law, 29 U.S. Code, Section 2. It is approved by O.M.B. No. 1220-0134.

Multiple Worksite Report data enable BLS to monitor and analyze conditions of business activities by geographic area and industry. Information collected in this report by BLS and State agencies cooperating in its statistical programs will be used for statistical and Unemployment Insurance program purposes, and other purposes in accordance with law. Additional information can be found online: <http://www.bls.gov/cew/cewmwr00.htm>.

The due date for your response is **October 31, 2015**. Thank you for your cooperation.

Sincerely,

A handwritten signature in cursive script that reads "Emily Thomas".

Emily Thomas
U.S. Bureau of Labor Statistics

